CFDA No. 45.024
NEAPS1003

Universal Design Leadership Project

Proposal Receipt Deadline: February 17, 2010

The Arts Endowment requires organizations to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your proposal no later than 11:59 p.m., Eastern Time, on the deadline date above. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

Background

The National Endowment for the Arts is committed to maintaining a leadership role in the area of universal design. Universal design is a design process that goes beyond minimum codes and standards to make spaces comfortably usable by people from childhood into their oldest years. It is not, as many mistakenly view it, the practice of meeting minimum access requirements. The Arts Endowment recognizes design's ever present role in everyday life and is committed to encouraging and disseminating the best in universal design for the benefit of the American public. The NEA, with its national perspective and commitment to artistic excellence, is in a unique position to exercise a leadership role in this area.

This project builds on the NEA's past leadership efforts with universal design. In 2003, the Arts Endowment convened a meeting where leaders in universal design recommended the development of strategies to broaden the appeal of universal design, to extend awareness and acceptance of this concept into the mainstream of society, and to create communities that are both well designed and inclusive. In June 2006, the NEA convened a second policy gathering where these earlier recommendations were reviewed and reaffirmed. Among the NEA-funded leadership projects that respond to these recommendations are:

- The Institute of Human Centered Design in Boston has developed a fully accessible, Web-based, international collection of universal design case studies that was launched in the fall of 2009. The juried case studies include detailed project descriptions, photographs, and contact information. The project covers key categories of the built environment including facilities for arts and culture, education, health, transportation, and commerce, as well as housing, public spaces, and historic preservation. The case studies will help educate the design community, as well as educators and the public, about the importance of universal design. The Institute's global marketing strategy will promote this Web

site by building on existing design and media relationships, and by engaging in public education activities. (http://www.universaldesigncasestudies.org/)

- Ohio State University's School of Design formed an interdisciplinary team of professionals in architecture, city planning, public policy, and disability services who worked together to implement courses in universal design education and disseminate information on best practices in this subject area. This included the July 2006, international conference on "Universal Design and Visitability" at OSU's Knowlton School of Architecture. (http://knowlton.osu.edu/ped/universaldesign.htm)

  Further, this effort produced a free e-book on universal design, *Universal Design and Visitability: From Accessibility to Zoning* by Jack L. Nasar & Jennifer Evans-Cowley (2007).

- The Center for Inclusive Design and Environmental Access (IDEA Center) at the State University of New York at Buffalo's School of Architecture and Planning received 2009 support for "Bridging the Gap: Increasing Access to Universal Design to Meet the Needs of America's Black Communities." The IDEA Center is partnering with Historically Black Colleges and Universities (HBCUs) that have accredited architecture programs to improve education about universal design for both faculty members and students. A meeting at the National Organization of Minority Architects (NOMA) on October 8, 2009 in St. Louis, MO launched this project. Upcoming activities include universal design curriculum development with HBCUs, a symposium at the 2010 NOMA conference, and development of an informational Web site.

For more information on universal design resources, see the Universal Design section on the Arts Endowment's Web site.

Scope of Work

The Arts Endowment seeks to enter into a Cooperative Agreement with an organization that will carry out a project to increase understanding, acceptance, and practice of universal design within the design profession, by design educators, and by the American public. Proposed projects should focus on extending the appeal of universal design from the disability community into the mainstream of American design and American society. The project should educate designers and others including developers, city planners, and consumers on this important issue.

Proposed projects should focus on the design of spaces and/or landscapes and should:

- Involve collaboration with targeted populations.

- Be of a scope comparable to, but not limited to, the leadership project examples cited above.

- Implement one or more of the recommendations in the NEA's report on the October 2-3, 2003, meeting, **"*Envisioning Universal Design: Creating an Inclusive Society.*"** For example, this might entail, as part of the project:

  -- Identifying, documenting, and disseminating information on projects that exemplify best practices in universal design and that make connections between designers, decision makers, and the disability community as well as the American public.

  -- Establishing alliances and developing projects with strategic partners, such as governmental or non-governmental entities whose existing infrastructure could benefit the goals of this initiative.

  -- Promoting an emphasis on universal design in design or design-related graduate and post-graduate programs by creating and incorporating into the curriculum universal design modules or by supporting research opportunities in universal design for students and faculty.

  -- Engaging public policy makers and raising their awareness so that universal design education can be integrated into their identified priorities. This might entail working with the Mayors' Institute on City Design$^{®}$ or other similar groups.

The Arts Endowment encourages innovative ideas from the field. The proposal selected will form the basis for the Cooperative Agreement to be awarded.

The Cooperator will work closely with the NEA Project Director on all phases of this project.

Detailed Responsibilities of the Cooperator

In carrying out this project, the Cooperator will:

- Review project plans and the schedule of activities with the NEA Project Director.

- If any consultant(s) or subcontractor(s) are to be hired, seek NEA approval of the individuals proposed.

- Promote the program to assure broad participation from the design and planning fields and other targeted audiences.

- Carry out the project as approved by the NEA. This may include the development and dissemination of educational, marketing, or other materials designed to educate and engage the design fields and design educators as well as the American public more broadly. All materials developed and all dissemination plans are to be submitted to the NEA Project Director for approval.

- Obtain any necessary rights, permissions, licenses, and releases as appropriate to the project. (The organization selected as the Cooperator should consult with the NEA Office of General Counsel to make sure that the rights secured meet the Arts Endowment's needs.)

- Discuss evaluation of the project with the NEA Project Director and the NEA Office of Research & Analysis, and carry out plans as approved by the NEA. Provide a report on the project to the NEA Project Director.

- Provide the NEA Project Director with project updates, in a mutually agreed upon format, as noted in the Schedule.

- No later than 90 days after the completion or termination of the Cooperative Agreement, submit to the NEA's Grants & Contracts Office/Cooperative Agreement Section and to the NEA Project Director, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425.

Responsibilities of the NEA Project Director

The NEA Project Director for this Cooperative Agreement will be the Director of AccessAbility who will:

- Review project plans and the schedule of activities with the Cooperator.

- Approve any project consultant(s) or subcontractor(s) proposed by the Cooperator.

- Review and approve all educational, marketing, and other materials intended for the public.

- Monitor project activities and participate in activities as appropriate.

- Review and approve evaluation and dissemination plans.

- Act as liaison between the Cooperator and other NEA staff (e.g., Design, Research & Analysis, Public Affairs) that might be involved in the project.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than September 1, 2010. The Arts Endowment will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized. Interim reports will be due approximately every six months, on a mutually agreed upon schedule.

Cooperative Agreement Amount

The Arts Endowment expects to award one Cooperative Agreement of up to $65,000. The Cooperator must provide nonfederal matching funds of at least $65,000. Matching funds in excess of this minimum are encouraged.

An organization may not receive more than one Arts Endowment award for the same project during the same or an overlapping period of support.

Period of Support

The Arts Endowment's support of this Cooperative Agreement can start no earlier than September 1, 2010. The period of support may extend for up to two years.

Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. To be eligible, **the applicant organization must:**

- Meet the Arts Endowment's "Legal Requirements" including nonprofit, tax-exempt status at the time of application.

- Have at least three years of experience with the universal design field.

- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on**

February 17, 2010. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

All applicants must be registered with Grants.gov in order to submit their application. Organizations that are not already registered should allow at least two weeks to complete this multi-step process.

Step-by-step instructions for registering are available at Get Registered. If you have problems registering, call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at Applicant Help. The Grants.gov Contact Center is available 24 hours a day, seven days a week.

If you have already registered with Grants.gov, verify your registration with Grant.gov and make sure that all of your information is up to date before you apply.

See "How to Prepare and Submit an Application" on pages 9-17 for full instructions.

Application Review

Applications will be reviewed on the basis of the following criteria:

The **artistic excellence** of the project, which includes the:

- Quality of the artists, arts organizations, and services that the project will involve.
- Artistic quality of similar or related programs administered by the applicant organization.
- Creativity of the proposed approach to the project.

The **artistic merit** of the project, which includes the:

- Degree to which the proposal demonstrates a sound understanding of universal design.
- Applicant's experience in administering similar or related programs and degree to which the project correlates to the applicant's mission and programs.
- Degree to which the project meets the NEA's identified focus on the design of spaces and/or landscapes.
- Potential of the proposed project to implement one or more of the recommendations from the report, "*Envisioning Universal Design: Creating an Inclusive Society.*"
- Ability to carry out the project on time and within budget including the quality and clarity of the project design, the qualifications of the project personnel, the appropriateness of the budget, and the ability to provide the required nonfederal matching funds.

- Proposed strategy for promoting and providing broad visibility for the program, and for engaging a wide variety of intended audiences including mainstream audiences.
- Proposed plans for evaluating the project and for disseminating the project results to targeted audiences including mainstream audiences.
- The ability to bring additional resources, including financial resources over the required match, to this project.

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator in July 2010.

Award Administration

Travel Policy

Travel costs -- including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with the Cost Principles contained in OMB Circulars A-122, A-21, or A-87 as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (The selected organization must submit a copy of this policy, if it exists, to the Arts Endowment Grants & Contracts Office before a Cooperative Agreement can be finalized.)

- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

Ownership of Project Materials

The National Endowment for the Arts reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use any work (including work subject to copyright) developed or acquired under this Cooperative Agreement.

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts in its programs and related promotional material including publications and Web sites. The Arts Endowment may provide the Cooperator with specific requirements for this acknowledgment.

General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the General Terms and Conditions for Grants and Cooperative Agreements to Organizations.

Agency Contacts

If you have questions about programmatic requirements, contact:

Office for AccessAbility
Room 724
National Endowment for the Arts
1100 Pennsylvania Ave, N. W.
Washington, DC 20506
Phone: (202) 682-5733 or (202) 682-5530; (202) 682-5496 Voice/T.T.Y.
FAX: (202) 682-5715
Email: levyk@arts.gov or terryp@arts.gov

If you have questions about administrative or technical requirements, contact:

NEA Grants & Contracts Officer
Room 618
National Endowment for the Arts
1100 Pennsylvania Ave, N. W.
Washington, DC 20506
Phone: (202) 682-5403
FAX: (202) 682-5626
Email: jacobsn@arts.gov

[REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the Arts Endowment. Call the Grants.gov help desk at 1-800-518-4726, e-mail **support@grants.gov,** or consult the information posted on the Grants.gov Web site at **Applicant Help**. The Grants.gov Contact Center is available 24 hours a day, seven days a week.]

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions

that you might have on improving its Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines and Panel Operations, Room 621, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

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How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system.

The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on February 17, 2010. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. The Arts Endowment will not accept late applications. In addition, you may have a better experience if you submit outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.

You must submit a COMPLETE application package that includes the:

• Completed Application for Federal Domestic Assistance/Short Organizational Form (SF-424).
• Completed Project/Performance Site Location(s) Form.
• Attachments Form, **with all required items (narrative, bios, budget, etc.) attached**.

Details on each of these items appear below.

Register or Renew/Verify Your Registration with Grants.gov

It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov. This includes registration with the Central Contractor Registration (CCR), where your organization's information must be renewed annually.

Finalize a new or renew an existing registration at least two weeks before the application deadline. This should allow you time to resolve any issues that may arise with Grants.gov or CCR. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's Get Registered. **Allow a minimum of two weeks for this multi-step, one-time process. If your organization already has registered, renew your registration with** CCR at Update or Renew Registration and **verify that your registration with Grants.gov is current.**

If you have problems with registration:

• CCR Assistance Center: call 1-888-227-2423, send a message through the Web site at www.ccr.gov, or see the information posted on the CCR Web site at Help.

• Grants.gov Contact Center: call 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at Applicant Help. The Contact Center is available 24 hours a day, seven days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain in the final step of the registration process to submit your application.

Download the Application Package

1. Verify your software.

   You must have a version of Adobe Reader that is supported by Grants.gov (a small, free software program) installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

   Please go to "Download Software" to see the compatible versions of Adobe Reader and, where necessary, to download and install the appropriate Adobe Reader software.

2. Access the application package on Grants.gov by clicking on the link below:

    DOWNLOAD

    [Funding Opportunity Number: NEAPS1003]

    Download the application package and follow the instructions below. **It is not necessary to download the instructions from Grants.gov as you will merely be directed back to the instructions in this document.**

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and **save the application package to a location on your computer or network where you can find it readily**. Save your application each time that you work on it. You will get the message: "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.

4. In the "**Mandatory Documents**" box, you will see three forms. You must move these forms to the "**Mandatory Documents for Submission**" box before you can open them. Once moved, the three forms merge into a single document. You can access each form by clicking on it to highlight it and then clicking on the "**Open Form**" box OR you can scroll down your screen and you will come to each form in succession.

    The Three Mandatory Forms are:

    •   Application for Federal Domestic Assistance/Short Organizational Form (SF-424): This form asks for basic information about your organization and project. Instructions for completing this form begin on page 12.

    •   Project/Performance Site Location(s) Form**:** This form collects information about the site(s) where the project will be performed. Instructions for completing this form begin on page 14.

    •   Attachments Form: This is not a form in the conventional sense, but rather a place to attach everything that is required for your proposal. **All of the specified items (narrative, bios, budget) must be included for your application to be considered complete.** Instructions for completing this form begin on page 15.

Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.

2. To begin the submission process, click the "**Save & Submit**" button. [This button will not become active (and turn from light to dark gray) until you have saved your

application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration**. (REMINDER: You must have successfully completed the registration process in order to receive your Grants.gov Username and Password.)

3.   Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted**.

     If you have difficulty submitting, go to **Adobe Reader Error Messages** or **Applicant Resources** for several tools and documents to help you.

4.   Ensure that your application was validated and accepted by the Grants.gov system. Go to **Track Your Application** to track the validation and progress of your application submission through Grants.gov. After the Arts Endowment retrieves your application from Grants.gov, log in to the Grants.gov system by using your Username and Password to receive your Agency Tracking Number (this will be the Arts Endowment-assigned application number).

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Instructions for the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe.

b. Address:
Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, enter your **full 9-digit zip code**. (You may look it up at www.usps.com/zip4/.)

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the CCR (Central Contractor Registration) as part of the Grants.gov registration or your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your two-digit state/territory abbreviation and "-000." If you need help, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter a short title for your project.

b. Project Description: Provide a two or three sentence summary description.

c. Proposed Project Start Date/End Date: Enter a start date no earlier than September 1, 2010. The project period may extend for up to two years.

7. Project Director:

Provide the requested information for the Project Director. Please leave the Social Security Number box blank. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Please leave the Social Security Number box blank. Select a Prefix even though this is not a required field.

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the "**Assurance of Compliance**" section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Instructions for the Project/Performance Site Location(s) Form

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

This form collects information about the primary site, as well as additional sites, where project activity will take place. In most -- but not all -- cases, the primary site will be the address of the applicant organization. If a portion of the project will be performed at any other site(s), identify the site location(s) in the additional block(s) provided. Use up to 29 additional blocks as required (one for each site). Your responses will not be a factor in the review of your application.

For the Organization Name:

Enter the name of the organization where the activity will take place. This may be the applicant organization or another organization. The remaining fields in a block (e.g., DUNS number) are associated with the organization where the activity will take place.

For the Project/Performance Site Congressional District:

Use the following format: 2 character State Abbreviation-3 character District Number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." If the project directly impacts all districts in a state, enter "all" for the district number. For example: "MD-all" for all Congressional districts in Maryland. If nationwide (all districts in all states), enter "US-all." If your state has a single At-Large Representative or your territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If the project is outside the U.S., enter "00-000." If you need help determining a district, go to **www.house.gov** and use the "Find Your Representative" tool.

How to Use the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer. **These items must be included for your application package to be considered complete.** Several important points:

1. Most of these attachments are documents (e.g., narratives) that you will develop in accordance with the instructions provided. Attachment 3 is a fillable form; you will find a link to it.

2. For documents that you develop, label pages clearly with the name of the item (e.g., Narrative) and your organization's legal name. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially.

3. **Your non-form documents must be submitted as PDF (portable document format) files.** These documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to **PDF Conversion Programs**. No attachment should be more than 2 MB.

4. **Name your files as indicated below and attach them in the proper order.**
Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it. The information that you provide will be reviewed in accordance with the Review Criteria for this project.

ATTACHMENT 1: To this button attach a **narrative (5-page maximum)** that addresses the points below. The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the "Review Criteria" for this initiative. Please organize your response a), b), c), etc., and use the boldfaced language below as a heading for each item.

a) Your organization's **mission**.

b) Your organization's **experience** in administering programs related to Universal Design.

c) **Proposed project activities**. Be as specific as possible. Note how the project will focus on the design of spaces and/or landscapes, and how it will implement one or more of the recommendations in the report, "*Envisioning Universal Design: Creating an Inclusive Society*." Describe proposed locations and special resources that might be used. If relevant, discuss any proposed partners.

d) **Schedule** of key project planning and implementation dates.

e) Your strategies for **promoting** and providing broad visibility for the program.

f) The various **audiences**, including mainstream ones, that you intend to engage and how you plan to reach them. Describe how your project will broaden the appeal and practice of universal design for the design field, including design educators, and audiences more generally.

g) Your **evaluation** plans.

h) Your plans for **disseminating** the project results and your recommendations for future action including to mainstream audiences.

i) Your plans for attracting **additional resources**, financial and other, to this project.

ATTACHMENT 2: To this button, attach **brief bios** (at least two per page) for the key personnel to be involved in the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 3: To this button, attach the completed **Project Budget Form**, Pages 1 and 2.

    CLICK TO DOWNLOAD [FORM] [INSTRUCTIONS]

The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to $65,000. You must match the NEA funds at least dollar for dollar with nonfederal funds.

ATTACHMENT 4: To this button, attach any additional supporting information that you think necessary. (Optional) The file name should indicate the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.